



## The Honeywell Foundation Job Description

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**Job Title:** Hospitality Coordinator  
**Reports to:** Hospitality Manager  
**FSLA Status:** Hourly

### Summary

The Hospitality Coordinator is responsible for assisting in developing and maintaining customer relationships for the Honeywell Center Hospitality Services. Key duties include sales, event logistics, and other support services for the hospitality and catering department.

### Essential Duties And Responsibilities

- Provide customer service in person, on the phone, and in writing as needed.
- Work closely and cooperatively with all staff involved in event coordination.
- Plan and coordinate food service needs with customers
- Prepare and distribute weekly catering activity sheet.
- Process Banquet Event Orders in Caterease including sales, attendance counts, staffing, and invoices.
- Conduct follow-up with clients after each event.
- Compile monthly attendance counts and assist with preparing the monthly board report and annual report.
- Prepare pre-show checklists and internal setup changeover plans.
- Update daily Building Attendant folders and check room setups.
- Cross reference and update all Hospitality details on internal intranet site.
- Create room diagrams in Meeting Matrix.
- Maintain the department and Building Attendant operations manual.
- Assist with scheduling, planning, and general participation in other food service activities as needed.
- Coordinate with vendors for special equipment needed for events.
- Serve as banquet captain during events as needed.
- Provide administrative support to the Hospitality Manager as needed.

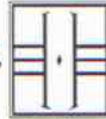
### Supervisory Responsibilities

Supervisory experience is a plus.

### Qualifications

- Strong computer skills.
- Advanced communication, interpersonal, and customer service skills.
- Strong organizational skills with acute attention to logistical details.
- Excellent verbal and written skills.
- Ability to multitask

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- Professional appearance and the ability to interact effectively with persons at all organizational levels.
- Must be able to consistently present a positive attitude and contribute to a harmonious team environment.
- Ability to troubleshoot and problem solve.
- Restaurant and/or catering experience is a plus.
- Supervisory experience is a plus.

### **Education And/Or Experience**

**Required:** Bachelor's degree or experience in a related field.

### **Physical Demands**

Candidate must be able to perform all the essential duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will require long periods of computer use. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Other Requirements**

Position will require evening and weekend hours.

*Responsibilities are subject to change and increase as the position evolves.*